

My ref: Lt/chairtermend
Your ref:
Date: 13 August 2012
Contact: Tina Hubbard
Direct dial: [REDACTED]
E Mail: [REDACTED]



Cambridgeshire
County Council

Children and Young People's Services
Executive Director: Adrian Loades

Councillor [REDACTED]
[REDACTED]

School Governance Team
Box No: CC1109
Castle Court
Cambridge
CB3 0AP

Dear Councillor [REDACTED] (Chair of Governors)

Authority Governor – The Manor School

I am writing to you as one of the nominating parties for the above school to let you know that [REDACTED] term of service will end on **22 December 2012**.

Under the Education Act 2002 anyone who is paid to work at the school will no longer be eligible for appointment as an Authority Governor.

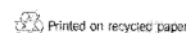
If Mr Watts is eligible and wishes to be considered for re-appointment, I should be grateful if you would let me know if there are any concerns over attendance or relevant matters that I should draw to the Local Member(s) attention when considering the appointment. Alternatively if yourself or the Governing Body have a nomination to make, could I ask you, please, to contact the School Governance Team on 01223 715321 and request a form GB1 be sent to yourself or direct to your nominee.

The Department for Education recommends the following pre-appointment checks should be undertaken for all new appointments and re-appointments of governors:

a) check of identity	carried out by the school (clerk/ headteacher)
b) declaration of eligibility	included in the GB1 form
c) ISA Children's Barred List check* (previously List 99)	carried out by the Local Authority
* A list of people considered by the Secretary of State as unsuitable to work with children	

According to the procedure agreed by Members, formal nominations from the Governing Body are considered, alongside nominations from County Councillors.

Continued over ..



If the Governing Body wish to nominate a person to fill the vacancy they are asked to ensure that the matter is discussed formally at a meeting of the Governing Body.

Please let me know if you support this re-appointment. In order that your Governing Body is not left with this vacancy for an unduly lengthy period, I should be grateful if you would let me have your response by **17 September 2012**.

Nominations are considered in batches. A list of nominations goes forward to the Service Director: Learning and Cabinet Member for consideration on a monthly basis on the last Thursday of the month.

Please contact me should you require any further clarification. You may email your decision to [REDACTED] or telephone her on [REDACTED]

Yours sincerely

PM 

Carol Peel
Governance Adviser
School Governance Team

Copy emailed for information to:
Clerk to Governors